



SY 22-23

Discipline Policy

The International Baccalaureate Organization's approaches to teaching and learning include both proactive and responsive approaches to student development and discipline. As Girls Global Academy pursues IB candidacy, we will employ Positive Behavior Systems and Restorative Practices to encourage prosocial behavior, community building, and alignment with IB principles. In general, our proactive positive approach incorporates a shared vision of expectations. We view undesirable behavior as a teachable moment and a learning opportunity. Our discipline policy is aligned to the Student Fair Access Amendment to School Act of 2018.

Families* are critical partners in both creating and maintaining a safe and supportive school environment. Families have the right to and are responsible for:

- Collaborating with Girls Global to develop a shared vision of a safe and supportive school environment
- Being informed of Girls Global school-wide expectations
- Communicating in a timely and respectful manner with Girls Global staff if concerns arise
- Informing Girls Global staff about undesired behaviors that may present themselves at home and at school
- Encouraging their student to adhere to Girls Global school-wide expectations
- Supporting their student in taking responsibility for behaviors that do not adhere to Girls Global school-wide expectations
- Encouraging their student to speak up if any concerns arise

Equitable Implementation of Behavior Policies

GGA will regularly analyze data to ensure that behavior policies and practices are implemented equitably, in particular for at-risk students such as ELs and SWD. If necessary, we will adjust our procedures and policies and hold professional development for staff.

Girls Global Academy will utilize suspension and expulsion as a disciplinary measure for repeated and/or serious incidents that fail to meet stated Girls Global expectations for a safe and supportive environment or fall under the definitions and descriptions below.

Girls Global Academy has adopted the terms outlined in The District of Columbia Student Discipline Guide: A Guide for Students, Families, and School Staff published by the Office of the Student Advocate, the DC Office of the Ombudsman, and Every Student Every Day.

Suspension is defined as the denial of the right of a student to attend Girls Global Academy, including all classes and school activities, for a defined period of time **not to exceed ten school days**.

Girls Global Academy will ensure that students who serve suspension are accommodated in the following ways:

- The student continues to earn credit toward promotion and graduation requirements.



- The student continues to receive assignments for the duration of the suspension.
- The student communicates with school personnel about school work (as needed for the student).
- The student makes up missed school work during the suspension (including assessments).

Girls Global Academy will ensure that students are welcomed back to the school community. While family accompaniment is not required for re-admission, a conversation is highly encouraged to ensure the family that their student is welcomed back through a restorative process. This meeting would be facilitated by the Director of Culture or the Administrative Designee.

***Refers to a student's parents, guardians, and legal custodians**

Students with Disabilities

GGA's policy ensures that students with disabilities are disciplined in a consistent manner and adhere to the Individuals with Disabilities Education Improvement Act (IDEIA). Parents of all special education students will be informed of their rights, including their rights regarding discipline procedures.

In cases where a student's disability impacts their behavior, we will ensure that appropriate and required interventions have been implemented prior to disciplinary action. This policy is applicable to any student who has entered the Child Find or other intervention process specifically related to behavior. For students with disabilities, Girls Global will conduct a Manifestation Determination Review (MDR) to review a student's evaluation, student observations, parent input, and the contents of an IEP or 504.

For students who have an IEP or 504 plan (or currently in the eligibility process), Girls Global Academy must determine if the behavior presented during the incident is a manifestation of a student's disability. If the behavior is determined as a manifestation, then the Student Support Services Coordinator will schedule a meeting with relevant staff to develop or revise a behavior intervention plan for the student.

Informing parents of rights. GGA families will be provided written notice of their rights and procedural safeguards any time they are notified of decisions regarding the identification, evaluation or educational placement of their student with a disability under IDEA or Section 504. A Prior Written Notice will also be provided when there is intent to initiate, change, or refuse the identification, placement, or change in services of a student with an IEP. All notices will be written in a language that is understandable to the general public and in the native language of the parent or other modes of communication that are not a written language. In addition to providing copies of the procedural safeguards and the GGA Child Find policies and procedures, all documents will be available in the main office and posted to the GGA website.

Discipline Guidelines

The decision to institute discipline or a suspension at Girls Global Academy can be made by a School Administrator (Executive Director, , Director of Culture or other Administrator Designee) without the recommendation of the student's teacher or other school employee. The administrator issuing the suspension will determine the number of days a student will serve a suspension based on the severity of the behavior and any previous behaviors of the same category. The suspension is effective immediately unless otherwise stated by the School Administrator or the Administrator Designee.

Disciplinary decisions to recommend a student for expulsion will be made by the School Administration (Executive Director, , Director of Culture or other Administrator Designee) without the recommendation of the student's teacher or other school employee. The administrator will consider the severity of the behavior, any violation of discipline contracts and the discipline tier chart when recommending a student for expulsion. All students recommended for an expulsion will have a Discipline Hearing Conference. The Discipline Review Committee will make final decisions concerning expulsions.

In order to provide equitable and transparent attention to suspensions, all families have the right to initiate a challenge for discipline that is recorded in the students official school records and the family or student follows the process for challenging information that is a part of the students official school record. If the appeal is successful then the suspension



or expulsion is expunged from the students school records.

Suspensions

Short-term suspension (5 days or less) decisions are made by the Director of Culture or other Administrative Designee without the recommendation of the student's teacher or other school employee. The Director of Culture or the Administrative Designee will determine the number of days a student will serve a suspension based on the severity of the behavior and any previous behaviors of the same category. The suspension is effective immediately unless otherwise stated by the Director of Culture or the Administrative Designee.

Disciplinary action that removes the student from their usual education setting. A suspension cannot exceed 10 consecutive days. Short term (5 days or less) and long term (6 or more days) suspension decisions are appropriate when tiered interventions are unsuccessful, previous behavior of the same category, or when the severity of the behavior warrants temporary removal from Girls Global Academy campus. All students being considered for a suspension or expulsion have the right to be informed of the infraction and the opportunity to be heard before a final decision for a suspension or expulsion is made.

Suspension Cap at 20 Days

Girls Global Academy recognizes that a student cannot be suspended from school for more than 20 cumulative school days in a school year unless the Executive Director provides written justification to the student and their family or if the student's behavior resulted in an emergency removal.

Due Process for Suspensions (6 days or more)

Suspension

- Prior to a suspension, the Director of Culture or other School Administrator, 1) meets with the student; 2) informs student, verbally or in writing, what they are accused of, 3) provides all information that the school has that the student engaged in the behavior; 4) gives student the opportunity to be heard, to give their account of the incident and to explain their behavior before a final decision is made about issuing a suspension
- The Director of Culture or other school administrator will review all information and promptly provide in writing a notice of discipline action detailing the reason for the suspension and the length of the out-of-school suspension. If the student has a disability defined in IDEA or Section 504 of the Rehabilitation Act the school will conduct a Manifestation Determination Review
- The Director of Culture or other school administration can notify the family of the student under 18 years old, via a call or email in addition to the written notification of a suspension. The family of the suspended student will pick up the student from the school
- A notice will be given directly to the student if they are an emancipated youth or over 18 years old

Long-term suspension or Expulsion

- Prior to a suspension, the Director of Culture or other School Administrator, 1) meets with the student; 2) informs student, verbally or in writing, what they are accused of, 3) provides all information that the school has that the student engaged in the behavior; 4) gives student the opportunity to be heard, to give their account of the incident and to explain their behavior before a final decision is made about issuing a suspension
- The Director of Culture or other school administrator will review all information and promptly provide in writing a notice of discipline action detailing the reason for the suspension, the length of the suspension or pending expulsion. If the student has a disability defined in IDEA or Section 504 of the Rehabilitation Act the school will conduct a Manifestation Determination Review



- Only the Director of Culture or may make the decision for suspensions exceeding ten days or expulsion
- The Director of Culture or other school administration can notify the family of the student under 18 years old, via a call or email in addition to the written notification of a suspension. The family of the suspended student will pick up the student from the school
- If there is a pending expulsion, the student will be assigned a 10 day suspension pending the results of the investigation
- As needed, the Director of Culture or other School Administrator will conduct an investigation within 3 business days of the incident and account for the student behavior and gather any pertinent information. A School Administrator will issue a written notice to the family with the explanation for a long-term suspension or expulsion
- After completion of the investigation, if needed, the date and location for the Discipline Hearing Conference will be set within 10 days
- Notices and procedures will be translated into the family primary language

Appeal

Families have the right to appeal a suspension or expulsion decision to the Executive Director. The family will have 5 school days of receiving the notice of suspension or expulsion to appeal the decision. The family will call the school at 202-600-4822 to request an appeal meeting with the Executive Director. After the meeting with the student and family, the Executive Director will determine to uphold the suspension or expulsion.

Judiciary Committee

Any student involved in a very serious discipline incident (outlined in the Girls Global Academy Discipline Chart below) may be eligible for long-term suspension or expulsion. IDEA discipline provisions are observed in cases regarding students with disabilities. The Girls Global Academy Judiciary Committee meeting will be held prior to a long-term suspension or expulsion determination. The Committee comprises at least three school faculty, relevant staff members, the student and the family. Students may be represented by counsel or other persons.

If a student is recommended for a Discipline Hearing Conference, the student and the student's family are invited to share all pertinent information about their experience at Girls Global Academy. All School Discipline Hearing Conference meetings will be led by the Executive Director. Only the Executive Director may make the decision to uphold suspensions exceeding ten days or expulsion. Decisions involving long-term suspensions and/or expulsions will be made in writing within ten days of the School Discipline Hearing conference. All Judiciary Committee meetings will follow the same process and are closed to the public.

- A clear outline of the agenda and meeting expectations sent to the family within **48 hours** of the scheduled meeting.
- A presentation of statements and evidence concerning the behavior and the incident by Girls Global Academy staff.
- An opportunity for the student, their family (and their representation) to share evidence concerning the incident.
- An opportunity for Girls Global Academy staff, the student, and family to share statements of support on behalf of the student.
- Review the Girls Global Academy Discipline Chart
- Notify the student and family of the decision within two days and a written notice will be delivered via mail within three school days of the decision.
- The Executive Director or Designee will make the decision to uphold the expulsion recommendation



Judiciary Committee Hearing Appeal

The student’s family has five school days to contest the suspension or expulsion by submitting an appeal of the decision, in writing, to the Chair of the Board of Trustees for Girls Global Academy. The Board of Trustees will issue an appeal hearing date in writing to the family and the school administration within seven school days after receiving the appeal. The Chair of the Board of Trustees shall convene a special meeting of a committee of three Board of Trustees to consider the appeal of the suspension or expulsion. The Board Chair has the discretion can replace one Board Member with a faculty member at Girls Global Academy. The appeal hearing will take place within thirty calendar days of the set hearing date. The student and his or her family, the student’s teachers, a or Administrative Designee, and other school staff may be invited to participate in this special meeting based on the discretion of the Board of Trustees of Girls Global Academy. The decision of the Board of Trustees in affirming or reversing an Executive Director or Administrative Designee’s decision is final.

Scope of disciplinary action:

GGA reserves the right to hold students accountable for actions that take place during the school day and on the way to and from school. GGA also reserves the right to hold students accountable for actions that directly impact the teaching and learning in the building, including but not limited to, social media incidents.

Girls Global Academy Discipline Chart

Level 1: Classroom supports, interventions, or minor consequences

Level 2: Minor consequences up to suspension for maximum of three days

Level 3: Suspension between four and five days

Level 4: Suspension between six to 10 days

Level 5: Suspension for more than 10 consecutive days (Discipline Hearing Required)

Level 6: Recommendation for expulsion

Category	Behavior Description	Schools Response	Tier Level
A Behaviors that impedes on learning	Talking and excessive noise in the classroom.	Level 1: Classroom supports, interventions, or minor consequences Level 2: Minor consequences up to suspension for maximum of three days	Tier I Tier II Tier III
	Interfering with learning in the classroom		
	Interfering with learning outside of the classroom		

	Academic Dishonesty	Level 3: Suspension between four and five days	
<p>B Behaviors that impedes with the daily operations of school procedures</p>	Continued inappropriate cell phone usage	Level 1: Classroom supports, interventions, or minor consequences	<p>Tier I Tier II Tier II</p>
	Horseplay		
	Unauthorized use of a building elevator or accessibility device	Level 2: Minor consequences up to suspension for maximum of three days	
	Vandalism, graffiti or damage to school property		
	Violation of Dress Code		
	Failure to report to assign classes or disciplinary settings while on school property.	Level 3: Suspension between four and five days	
	Inappropriate use of technology/ internet policy	Level 4: Suspension between six to 10 days	
<p>C Behaviors that create negative relationships between two or more people that does not result in a physical altercation.</p>	Bullying/Cyberbullying	Level 1: Classroom supports, interventions, or minor consequences	<p>Tier II Tier III</p>
	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight.		
	Inappropriate physical contact that is sexual in nature.	Level 2: Minor consequences up to suspension for maximum of three days	
	Posting, distributing, displaying or sharing material, including electronically.		
	Committing sexual, racial, or any form of harassment or intimidation	Level 3: Suspension	

	Using vulgar language or gestures	between four and five days	
	Using slurs based on race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, disability or another basis prohibited by law.	<p>Level 4: Suspension between six to 10 days</p> <p>Level 5: Suspension for more than 10 consecutive days (Discipline Hearing Required)</p> <p>Level 6: Recommendation for expulsion</p>	
<p>D Behaviors that create unsafe conditions for students, staff and visitors to the school</p>	Possession, using, or distributing	<p>Level 1: Classroom supports, interventions, or minor consequences</p> <p>Level 2: Minor consequences up to suspension for maximum of three days</p> <p>Level 3: Suspension between four and five days</p> <p>Level 4: Suspension between six to 10 days</p>	<p>Tier II Tier III</p>
	Drugs: Possession drug paraphernalia or look-alike drugs		
	Any threat of physical injury or attempt to bomb or destroy property or the building.		
	Bullying/cyberbully: After intervention		
	Engaging and creating risk to injury to self or others.		
	Body parts that are exposed: lewd or indecent		
	Trespassing		
	Setting off false alarms		
	Leaving the building		

	<p>without permission</p> <hr/> <p>Possession or selling of a weapon of any kind</p> <hr/> <p>Physical contact of a sexual nature (pinching, patting body parts,tugging)</p> <hr/> <p>Physical sexual aggression forcing another to engage in sexual activity.</p> <hr/> <p>Pushing, shoving, striking a student (no injury)</p> <hr/> <p>Stealing property or money with or without using force and weapons</p> <hr/> <p>Throwing an object that can cause a disturbance, injury or property damage.</p> <hr/> <p>Possession of tobacco/using tobacco products (e-cigarettes, vaping)</p>	<p>Level 5:Suspension for more than 10 consecutive days (Discipline Hearing Required)</p> <p>Level 6: Recommendation for expulsion</p>	
<p>E Behaviors that endangers the health, safety and welfare of the student, others in the school community</p>	<p>Assault:</p> <p>Intending to cause physical injury.</p> <p>Causing physical injury</p> <p>Using force against a staff member no injury is caused.</p> <hr/> <p>Fighting/rioting: Physical violence between students or another person with no injury</p> <hr/> <p>Attempting to set, supporting in setting, or setting a fire.</p> <hr/> <p>Making a bomb threat</p>	<p>Level 1: Classroom supports, interventions, or minor consequences</p> <p>Level 2: Minor consequences up to suspension for maximum of three days</p> <p>Level 3: Suspension between four and five days</p>	<p>Tier III</p>

	Drugs: Possession /Being under the influence/using/distributing	Level 4: Suspension between six to 10 days Level 5: Suspension for more than 10 consecutive days (Discipline Hearing Required) Level 6: Recommendation for expulsion	
	Threatening or inciting violence/injury or harm to another student/staff.		
	Hazing		
	Physical sexual aggression/forcing another to engage in sexual activity.		
	Weapon: Possession of a firearm/destructive device Using any weapon to threaten or attempt to injure a student, staff, or others in the school building		

TIER I: SCHOOL/CLASSROOM INTERVENTIONS AND RESPONSES

1. Assigned tasks
2. Class meeting
3. Conferences (administration/parent)
4. Student Accountability
5. Positive Behavior Interventions and Supports (PBIS)
6. Reflection
7. Restorative circles
8. CARE Services/counseling
9. “Time-out”

TIER II: ADMINISTRATIVE INTERVENTIONS AND RESPONSES

1. Mandated to attend a club/workshop/sisterhood event
2. Detention
3. In-school suspension



4. Mediation
5. Mentoring
6. Referral to Pave The Way Therapist or other school-based support staff
7. Saturday Accountability
8. School-community service projects
9. Short-term out-of-school suspension
10. Small group counseling/restorative conferencing
11. Student check-in/check-out

TIER III: EXAMPLES OF EXTENDED SUSPENSION AND RESPONSES

1. Conduct Functional Behavior Assessment and Behavior Intervention Plan
2. Further disciplinary action (long-term suspension or a recommendation for expulsion) by GGA
3. Non-participation in school-sponsored activities
4. Nontraditional education placement
5. No-trespassing order
6. Out-of-school suspension (OSS)
7. Police/court action
8. Referral to appropriate community-based agency, mental health service, substance abuse counseling services, etc.

Attendance Policy Girls Global Academy

Attendance Matters!

Attendance Matters at Girls Global Academy. All students are expected to attend school and class all day, every day, every period that school is open and in session. Daily attendance is paramount to uphold our scholarship pillar and continuity of learning. Girls Global Academy's safety pillar compels us to know where students are and when they are in or out of school as a part of ensuring school and student safety.

Attendance Procedures

Attendance will be recorded for each student during each class period and/or learning environment. Our first period of learning begins at 8:15 am - 8:45 am. Girls Global Academy values safety and an alert will be made for students who have been marked absent, have not provided notice to the attendance coordinator, or have not arrived, by 9:00 am. The alert will be sent to the family member of record.

Tardy

Arriving at school on time is important. Students who have not arrived by 8:15 am as tardy. Students who are late to class will be marked as tardy for that class if they arrive in class five (5) or more minutes after the official start of the period.



Students enter their scheduled course regardless of what time they arrive. Teachers will make every effort to make late arriving students feel welcomed. If a student attends a portion of the class, they will be considered present and tardy.

Excused Absences

Absences are excused for the following reasons:

- Illness of the student (a doctor's note is required for a student absent five or more days)
- Medical or dental appointments for the student
- Death in the student's immediate family
- Exclusion by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons
- Necessity for a student to attend a judicial proceeding, or court-ordered activity, as a party to the action or under subpoena
- Observance of a religious holiday
- Religious event celebration outside of a religious holiday (up to five cumulative days)
- Absences to allow students to visit their parent who is in the military, immediately before, during, or after deployment
- College visits for students in 9th – 12th grades (up to three cumulative days)
- Absences of expectant or parenting students for a time period specified by their doctor and any accommodations mandated by law
- Illness of a child for parenting students (a doctor's note for the student's child is required when the student is absent five or more days)
- Take Our Daughters and Sons to Work Day
- An emergency or other circumstance approved by the Girls Global Academy
- Participation in a GGA event such as field trips, or study abroad travel during the regular school day
- Participation in GGA-sponsored athletic events during regular school class hours

Notification Requirements

If a student is going to be absent a note or email should be sent to the attendance email attendance@girlsglobalacademy.org including date(s) of absence, reason for absence, contact number to verify the absence. The note or email of absence must be submitted within 72 hours of the absence. *A call to the main office does not constitute verification of an excused absence.*

If a student is absent due to illness for five or more days, accompanying documentation is required to excuse the absence. Acceptable documentation includes:

- Explanation of the student's absence submitted by a doctor or staff of a relevant agency, on official doctor's office/agency letterhead and signed by a relevant official
- Medical or dental absences must be submitted on official doctor/dentist office stationery or form
- Student's required presence at judicial proceeding must be documented by a document from the court stating the need for the student's presence on all the relevant dates



- Funeral programs may be accepted as appropriate documentation to excuse absences due to a death in the student's immediate family.

Make up work policy*

Students with excused absences will be allowed to make up required work. They will need to make up the work within the same number of days as the length of the excused absence.

1. Submit an absence note with accompanying documentation to attendance@girlsglobalacademy.org or the student can bring in the note with documentation to the main office attendance coordinator.
2. Students with unexcused absences may be required to make up work using out-of-school time such as after school.

*Considerations for adjustment to make-up work policy will be made based on documentation provided and adherence to guidelines or provisions under FAPE, ADA, and FERPA guidelines within an appropriate timeline.

Athletic and Extracurricular Eligibility

Students must be present during the day to participate in athletic and extracurricular activities on that day. For sports games on weekends, students must be present the academic day prior. The athletic coordinator may establish additional attendance criteria for participation in sports activities.

Unexcused Absences

Any absence, including an absence from any portion of the school day, without a valid excuse is marked as an unexcused absence.

Truancy

Students who have multiple unexcused absences within a school year will receive the following notifications and actions from Girls Global Academy:

- 1 Day of Unexcused Absence: Parent/Guardian will be contacted.
- 3 Days of Unexcused Absences: Parent/Guardian will receive an Unexcused Absence Letter.
- 5 Days of Unexcused Absences: Parent/Guardian will receive an Unexcused Absence Letter. In addition the student will be referred to school staff who support attendance interventions.
- 7 Days of Unexcused Absences: Parent/Guardian will receive a Metropolitan Police Department Warning Letter. Attendance Student Support Staff will continue to work with the family on interventions.
- 10 Unexcused Absences: Parent/Guardian will be notified that the student is now considered *chronically truant* and that GGA is required to report this truancy to local agencies including Child Family Services (CFS), OSSE, and DC PCSB. Attendance Student Support Staff will continue to work with the family on interventions.
- 15 Unexcused Absences: For students aged 14 – 17, GGA will refer the student to the Court Social Services Division. Attendance Student Support Staff will continue to work with the family on interventions.



- 20 Consecutive Unexcused Absences: The student is eligible for withdrawal. If a student registered in school is absent 20 days in a row without an excuse, they may be withdrawn due to nonattendance.
- More than 30 Unexcused Absences: Secondary students may receive a failing grade.

Distance Learning Attendance Policy

In the event of school in a virtual setting, attendance requirements still apply, though how attendance is checked is altered. Students will be required to login and be present in a virtual classroom via a learning management system (LMS). To ensure attendance, students may be required to show their face on a webcam, unless excused by a specific students' action plan.

Additional Policy Requirements

Girls Global Academy's Attendance Policy is aligned, compliant, and accountable to all local regulatory agencies' policies which are subject to change.

[Immunization Attendance Policy](#)

District law and regulations require all schools in the District of Columbia to verify student compliance with the [immunization requirements](#) as part of enrollment and attendance. If a student is not compliant, the school must immediately notify the parent, guardian, or adult student in writing of the missing immunization(s). If the student does not come into compliance within a 20-school day period, the school must remove the student from attendance until the immunization certification is secured by the school. Students are expected to participate in virtual learning activities and complete assignments.

[DC PCSB Reporting Policy](#)

The DC Public Charter School Board requires GGA to report and take action on students' absences and chronic truancy.

[OSSE Requirements for Reporting](#)

The Office of the State Superintendent of Education requires GGA to report attendance and attendance interventions of students. They also regulate how student's daily attendance rates are calculated based on percentage of period level attendance. DC law requires educational institutions to notify OSSE, within two business days, of the 10th unexcused absence of any minor student. OSSE is then required to provide the student's parent with a truancy prevention resource guide that covers certain topics, if the parent has not already received the truancy prevention resources before the 10th unexcused absence.



Student/Parent Grievance Procedure

Any person who believes that Girls Global Academy has discriminated on the basis of race, color, national origin, sex, disability, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or otherwise may submit a complaint to the designated individuals below.

Complaints may be submitted to:

Shamira O'Neal, Director of Academics
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001

Complaints of student on student sexual harassment, sexual assault or dating violence are governed by Girls Global Academy's Student on Student Sexual Harassment Policy, found here www.girlsglobalacademy.org. Such complaints should be submitted to:

Iesha Caisey, Director of Culture
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
icaisey@girlsglobalacademy.org

Complaints of bullying are governed by Girls Global Academy's Bullying Prevention Policy, found here www.girlsglobalacademy.org. Such complaints should be submitted to:

Trisha Boyd, Dean of Students
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
tboyd@girlsglobalacademy.org

The grievance procedures outlined below establish how all other complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by students and parents. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Girls Global Academy encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Girls Global Academy will not retaliate against any person who files a complaint or participates in an investigation in accordance with these procedures.

A formal complaint may be filed by following the steps outlined below:

Step 1



Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. If the complaint is being made against the designated individual above, the complaint can be submitted directly to the individual identified in Step 2, who will designate an appropriate individual to investigate the complaint. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Step 2

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to Karen Venable-Croft, Executive Director Girls Global Academy 733 8th Street NW Washington, DC 20001 or info@girlsglobalacademy.org, within ten (10) business days after receipt of the response. If the complaint is being made against the Executive Director, the appeal can be submitted to Board Chair Girls Global Academy 733 8th Street NW Washington, DC 20001 or board@girlsglobalacademy.org who will designate an appropriate individual to address the appeal. The Executive Director, or designee, will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Executive Director, or designee, will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: www.ed.gov/ocr/complaintprocess.html. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.



NOTICE OF NONDISCRIMINATION

Girls Global Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, or source of income in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Anyone having inquiries concerning Girls Global Academy's nondiscrimination policy or who wish to file a complaint alleging discrimination involving **employees** or third parties by Girls Global Academy should contact:

Jason Mellen, Director of Finance and Operations
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
202-600-4822
jason@girlsglobalacademy.org

Anyone having inquiries concerning Girls Global Academy's nondiscrimination policy or who wish to file a complaint alleging discrimination involving **students** by Girls Global Academy should contact:

Shamira O'Neal, Director of Academics
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
202-600-4822
soneal@girlsglobalacademy.org

Any person who believes that Girl Global Academy has discriminated on the basis of race, color, national origin, sex, disability, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, or source of income, or otherwise may submit a complaint pursuant to Girls Global Academy's Grievance Procedure. A copy of the grievance procedure can be obtained by request through the individual(s) identified above, can be found on our website and can be found in the family/student handbook or staff handbook.

GGA is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, genetic information, marital status, personal appearance, sexual orientation, ancestry, gender identity or expression, family responsibilities, political affiliation, military/veteran status, source of income, immigration status (except as necessary to comply with federal, state, or local law), physical or mental disability, medical condition, or any other category protected by applicable federal, state, or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We seek to comply with all applicable federal, state and local laws related to discrimination.



Family Educational Rights and Privacy Act (FERPA) Notice

All Girls Global Academy employees are required to protect the records containing information pertaining to students. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights include:

- **The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.** Parents, legal guardians, or eligible students should submit to the Girls Global Academy Enrollment and Records Office a written request that identifies the record(s) they wish to inspect. The school leader, , will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- **The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.** Parent(s), legal guardians, or eligible students who wish to ask Girls Global Academy to amend a record should write to the Enrollment Office and Records and the school leader, , clearly identify the part of the record they want changed and specify why it should be changed. If the school leader decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to privacy of personally identifiable information (PII) in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school’s school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
- **The right to opt out of school designated directory information.** Generally education records can not be disclosed without consent from the parent, legal guardian, or eligible student. FERPA permits the



disclosure of a certain category of information called “directory information” without permission from the parent, legal guardian or eligible student. Directory information is defined as the information in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information category examples can include name, age, address, phone number, grade level, participation in officially recognized activities and sports, awards received, the most recent previous educational agency attended by the student. While permission is not required, the school will notify parents, legal guardians, and eligible students about directory information. The school will give parents, legal guardians, or eligible students the opportunity to opt out or object to the disclosure by submitting a Notice of Intent to Disclose Director Information form.

- **To file a complaint with the U.S. Department of Education concerning alleged failures by Girls Global Academy to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

- **Any requests, questions, and concerns to inspect or review records are sent to:**

Enrollment and Records Office
Girls Global Academy
info@girlsglobalacademy.org

Confidentiality Policy

All Girls Global Academy employees are required to protect and safeguard the records containing student information. The Individuals with Disabilities Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA) protect the confidentiality of student records. Any disclosure of confidential student records must be requested and consent must be provided by the school leader.

All student records will be kept in a central and locked location and stored with Form GGA 0003 - Record of Access. This form is used to record individuals who have accessed a Girls Global Academy student record. Only individuals who are granted access will be permitted to see the records. Exceptions to central storage location of student records include records kept by teachers (grade book, Employees that have access to social security numbers for all individuals are required to keep the information confidential.

All employees will sign annually the Girls Global Academy Form G0001 - Confidentiality Policy for School Employees

The following Girls Global Academy Public Charter School employees have complete access to students records and are exempt from submitting form GGA 0003 - Record of Access:



- Executive Director;
- Director of Operations;
- Director of Academics

The following Girls Global Academy Public Charter School employees have complete access to Individualized Education Plans (IEP's) and exempt from signing Form GGA 0003 - Record of Access:

- Executive Director;
- Director of Operations;
- Director of Academics
- Student Support Services Coordinator

The following Girls Global Academy Public Charter School employees have complete access to medical records and exempt from signing Form GGA 0003 - Record of Access:

- Executive Director;
- Director of Operations;
- Director of Academics
- Student Support Services Coordinator



Admission Policy

Girls Global Academy uses the MySchoolDC common application lottery process to have families apply to Girls Global Academy. The process allows all girls in the District of Columbia who are interested in attending GGA the opportunity to do so. GGA will neither discriminate nor conduct aptitude or achievement tests for enrollment.

Lottery Preferences:

Girls Global Academy offers “Children of Staff” for a staff member whose child is applying. This preference is for children of staff members who apply to Girls Global Academy. As there is no place on the application to indicate eligibility, Enrollment Office staff will notify My School DC directly if there are applicants that are eligible for Children of Staff preference.

“Sibling Attending” preference for a student that has a sibling currently attending the school. “Sibling Offered” preference for a student whose sibling is matched in the lottery or offered a seat from the waitlist. This preference allows siblings to attend Girls Global Academy at the same time. If the sibling is offered a space at the school and does not enroll at Girls Global Academy, or enrolls later at another school, the “Sibling Offered” preference may be removed for all siblings that applied to Girls Global Academy.

The first lottery preference Girls Global Academy offers is

[Girls Global Academy My School DC Profile](#)

Políticas de Admisión

La Academia Girls Global usa la aplicación común de proceso de lotería “MySchoolDC” para que las familias apliquen a la Academia Girls Global. El proceso les permite a todas las niñas en el Distrito de Columbia quienes están interesadas en asistir a GGA la oportunidad de hacerlo. GGA no discriminará o llevará a cabo exámenes de aptitud o logro para inscripción.

Preferencias de Lotería:

La Academia Girls Global ofrece “Ofrece a Hermanos” preferencia para una estudiante que tiene un hermano/a que concuerda en la lotería o se ofrece un espacio de la lista de espera. Esta preferencia le permite a su hermano/a asistir a la Academia Girls Global al mismo tiempo. Si se le ofrece al hermano/a un espacio en la escuela y no se inscribe en Girls Global, o se inscribe después en otra escuela, la preferencia “ofrece a hermanos” puede ser removida para todos los hermanos/as que aplicaron a la Academia Girls Global.



La segunda preferencia de lotería que la Academia Girls Global ofrece es “Niños del Personal”. Esta preferencia es para los hijos de miembros de personal quienes aplican a Girls Global. Como no hay un lugar en la aplicación para indicar elegibilidad, el personal de Inscripción de la oficina notifica directamente a My School DC si hay algún candidato que es elegible para la preferencia de Niños del Personal.

[Academia Girls Global Perfil My School DC](#)